

CITY OF SEDONA
REQUEST FOR INTEREST/QUALIFICATIONS
SCADA MAINTENANCE SERVICES
FY 2015/2016

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CITY OF SEDONA
REQUEST FOR INTEREST/QUALIFICATIONS
SCADA MAINTENANCE SERVICES
August, 2015

INTRODUCTION

Request for Interest/Qualifications

The City of Sedona, Arizona is inviting technically qualified firms to submit information in response to this Request for Interest/Qualifications regarding engineering services for a SCADA Maintenance Services Contract for the City. The Scope of work may generally be described as the provision of semi-annual system integrity testing , emergency trouble shooting and repair, control loop testing and calibration, review of improvement plans (plant and collection system) as related to the SCADA system, installation of software and software upgrades, trouble shooting, PLC programing and troubleshooting, and display/communication modifications for the SCADA system. Also included is updating system architecture schematics, wiring diagrams, maintaining logic documentation, building and replacing I/O PLC racks and modules, and making upgrade recommendations. The system includes the computers with monitoring software, communication hardware and software, This request is made pursuant to ARS 34-103. All work will need to integrate into the SCADA system.

Selection Procedure and Schedule

Responses to this request are due by October 5, 2015 at 4 PM. Review of the responses is anticipated to be completed by October 20, 2015. It is anticipated that up to 3 firms will be interviewed. Upon completion of the interviews a firm will be selected to negotiate a contract with.

The City of Sedona, Arizona reserves the right to reject any and all responses, in part or in whole and to accept responses, which in its sole discretion and opinion appear to be responsive, responsible, and in the best interests of the City of Sedona. The City of Sedona further reserves the right to waive any formalities or informalities. The City of Sedona consultant selection process is in accordance with Arizona Revised Statutes. **Consultants shall not submit design costs for performance of this work or similar work in response to this request. Submission of costs of this type will disqualify the submitting consultant from further consideration in this process.** When the City has selected a consultant on the basis of qualifications and proposed work scope it will negotiate compensation and finalized work scope to be attached to the City's Professional Services Contract.

Do not attempt to contact selection committee members, who are not City of Sedona staff members, about this project. Those acting in a manner that may appear to bias the selection process may be disqualified. Contact with City of Sedona staff members, regarding this project, should be made only for the purpose of gathering project information, and then only after contacting the Director of Wastewater.

COMMUNITY BACKGROUND

The Sedona community has existed for over 100 years. It was incorporated as a City in 1988. The City of Sedona is located within two counties, Coconino and Yavapai. This work is located within Yavapai County.

The City encompasses about 19 square miles. Eight square miles are urbanized. Over 60 percent of the urbanized area is sewerred. The remaining area that surrounds the urbanized area consists of Forest Service area.

The major roadways passing through the community are Highways 89A and 179.

The wastewater reclamation plant is located along West State Route 89A at about half a mile south of milepost 366. The plant has a capacity of about 1.5 MGD and a permit authorization of 2.0 MGD. Daily flows average about 1.2 MGD. The plant uses an activated sludge process (modified Ludzier-Ettinger configuration) with ultraviolet disinfection. The plant receives power from Arizona Public Service (APS) and an on-site solar generation facility operated by SunEdison. The SCADA uses Citect software and WIN 911 alarm system. Allen-Bradely processors are being used.

RESPONSE GUIDELINES

Required Response Format and Statements

Responses are limited to no more than 12 (twelve) pages (8 1/2 " X 11" pages) exclusive of a cover letter not exceeding 1-1/2 pages and resume materials which are limited to 10 pages. Provide 5 copies of your response. Each copy of the response shall contain a transmittal letter signed by a person authorized to bind the firm in all pertinent respects with respect to what is contained in the response. The response shall clearly identify if the attached Professional Services contract is acceptable in all respects including warranty, insurance, and document ownership and retention requirements. If the contract is not acceptable the response shall identify the unacceptable clauses and shall provide suggested alternate language. Minimum type size is 10 point with 12 point preferred. Responses are due by the date and time stated under "Selection Procedure and Schedule". Address proposals to:

Charles Mosley, PE
Director of Wastewater
City of Sedona
102 Roadrunner Drive

Sedona, AZ. 86336

Late responses will not be accepted under any circumstances.

Only one response shall be accepted from any single firm.

A valid response shall not include any cost information and shall comply with the requirements of this request. The budget worksheet is provided as information to possible respondents to use in deciding whether to respond to this request. **Do not submit design cost information regarding this project with your request. Submission of costs of this type will disqualify the submitting consultant from further consideration in this process.**

All costs associated with responding to this request shall be borne by the respondent.

The work for this project must be under the responsible charge of a person or persons licensed to perform engineering in the State of Arizona. The response shall contain the name and license number of persons licensed in any state.

The responding firm shall state that it does not discriminate, hire, discharge, promote or demote in matters of compensation, terms, conditions or privileges of employment against any person, otherwise qualified, on the basis of race, creed, sex, national origin, ancestry, physical or mental ability, color or age, or any other condition or status that is the subject of State or Federal anti-discrimination law.

The responding firm and persons shall state that it understands that if selected as the consultant for this project it and its employees will operate as an independent contractor and will not be considered employees of the City of Sedona.

Acknowledge that respondent is aware that the City is seeking to upgrade its management system with a Wastewater Information Management System to which the SCADA will be connected. The SCADA maintenance service provider shall cooperate with this upgrade should it occur.

Minimum Proposal Contents

1. Statements and material specified in the "Required Response Format and Statements" section of this Request.
2. Contain at minimum the scope of work outlined in this request.
3. Statement regarding acceptability of Professional Services Contract
4. Address issues identified in rating schedule.
5. How will you address the Project Expectations for this project?
6. Describe the involvement of City of Sedona staff you would typically expect in a project of this type and general scope.
7. Anticipated response times to work requests such as
 - a. Plan reviews
 - b. On-site trouble shooting and software upgrade requests (non-emergency)
 - c. On-site emergency repair requests
 - d. Remote access trouble shooting and repair
8. Resumes for key project personnel including registration numbers and relevant training.

9. Knowledge

Describe your firm's familiarity with development of this type of system.
Describe your firm's capability to respond to requests for unscheduled trouble shooting and repair.

RATING CRITERIA (ATTACHED)

PROFESSIONAL SERVICES CONTRACT (ATTACHED)

RATING CRITERIA CONSULTANT NAME _____

CRITERIA	Maximum Points and (weight)	Raters Score	Considerations
1. Team	High = 30 max Med. = 18 max Low = 10 max (0.45)		<ul style="list-style-type: none"> • How many of the team have worked together on previous projects? • How may team members are available to repond to needs? • Do the skill sets meet City needs.. Training of Key personnel. • How much availability does the team have for emergencies response.
2. Scope	High = 30 max Med. = 18 max Low = 10 max (0.25)		<ul style="list-style-type: none"> • Are the minimum elements addressed • Emergency response capability and timing. • Do additional tasks suggested by the consultant tend to improve the quality of the end product • Are consultant qualifications regarding the minimum scope or the contract severely adverse. • Is the consultant's quality control team good? • Acceptability of Professional Services contract.
3. Experience	High = 30 max Med. = 18 max Low = 10 max (0.30)		<ul style="list-style-type: none"> • What experience with projects of this size and scope does the team have? • How much experience with Sedona does the consultant have. (Max 15 points) • How much project management experience does the project manager have? • How many Arizona contracts of this type has consultant lost/retained over the last five years?
4. Rater's Discretion	30 points (0.10)		<ul style="list-style-type: none"> • Staff will provide reasons for using these points

Request For Qualifications

City of Sedona Wastewater Information Management System

Introduction

The City of Sedona Wastewater Department desires to implement information management software that has the capability to generate Arizona Department of Environmental Quality (ADEQ) compliant reports, generate maintenance work orders for plant and collection systems, and accept electronic log sheet inputs. The software is to be compatible with the City's existing SCADA system. The City uses Citect 7.2 and WIN 911 v7.

The City is requesting statements of qualifications from vendors who have data management systems capable of meeting these desires.

General Requirements

1. The system shall be a commercial off the shelf item designed for wastewater operations
2. The system shall be able to interface with Citect systems
3. The City may choose to only obtain some modals at this time, but it desires that the system be capable of managing modules for Field, SCADA, LIMS, and CMMS.
4. The system shall have automatic data backup routines
5. The system shall store plant, laboratory, and field data with the capability of providing custom and standard State and Federal reports using the data. It shall also be able to provide graphs.
6. The system shall have the ability to serve at least 3 concurrent users
7. The Vendor shall provide structured training on use of the system and video training documents
8. The system must have been available for 5 years with annual updates and currently used by 100 or more utilities within Arizona, Utah, Southern California (area south of Fresno, CA)
9. The system shall be suitable for use by Cities having populations less than 60,000 residents
10. The system shall operate using Windows 7 Professional English
11. The Vendor shall be licensed or equivalent by the software provider to indicate advanced skills with the system.
12. The Statement of Qualifications shall be limited to 20 pages single side equivalent, no smaller than 12 point font. 5 additional single side pages will be allowed for resumes.
13. System shall be compatible with internet (web based).
14. Be able to send e-mail notifications

Qualifications

The City requests that the Statement of Qualifications address the General Requirements. In addition the City is interested in the Vendor's ability to provide support services by phone, e-mail, and site visit during the first 18 months of the system's operation.

The City desires the system to have a fully functional system delivered to it. In light of this the City would like the names of 10 agencies for which the Vendor has delivered such a system. Each instance is to be similar to the City's in that the SCADA system shall have been in active operation for a minimum 3 years prior to installing the Data Management System.

Other items of interest include:

- A. Does the system compare results to standards?
- B. Has the system been implemented using ADEQ SMRF?
- C. Can the system be purchased by the City or is it an on-line system?
- D. What calculations can the system perform as standards?
- E. Does the system allow comments relative to the entered data?
- F. What is the data collection frequency?
- G. The City does not want pricing at this point only qualifications. This said vendors should be aware that the City has a limited budget for this effort. The desired budget is \$40,000 or less for the system installed and populated.
- H. The City views this contract as a Service Contract. The Vendor shall state if it requests changes to the contract or has supplemental contract language it wishes included.

Process

This request is a screening process. Prospective respondents may submit written questions up to ten days before the qualifications due date. The City will issue clarifications on line. Site visits shall be scheduled for Wednesdays between 10 AM and 12 PM and 2 PM to 4 PM. The City will review the submitted Statements and based upon those statements it plans to request up to four vendors provide demonstrations of their products. Based upon those demonstrations additional questions may be asked of those vendor from which the City desires to see a written scope of services. The City reserves the right to determine how many of the four it will request a written scope of services. The scope of services will include a negotiable cost proposal. Due to the uniqueness of the various products cost will be a consideration, but not the sole consideration, in evaluating the services offered.

Statements of Qualifications shall be submitted to the City by 5 PM October 13, 2015. They shall be addressed to :

City of Sedona Wastewater Department

102 Roadrunner Drive

Sedona, Az. 86336

STATEMENT OF QUALIFICATIONS – WASTEWATER INFORMATION MANAGEMENT SYSTEM

They may also be physically delivered to:

City of Sedona Wastewater Department

7500 W SR 89A

Sedona, AZ 86336

STATEMENT OF QUALIFICATIONS – WASTEWATER INFORMATION MANAGEMENT SYSTEM

